

Headquarters U.S. Air Force

***I n t e g r i t y - S e r v i c e - E x c e l l e n
c e***

DTS-101 (Blue Version)



**Lt Col Tony Grogean
Chief, Travel Reengineering Division
Deputy Assistant Secretary of the Air Force (FM**

U.S. AIR FORCE



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How It All Began

- **National Performance Review - Sep**
Report called for overhaul of entire DoD travel system.
- **Congressional Concerns**

A green ribbon banner with a 3D effect, featuring a light green center and darker green borders and folds.

**RESULT: DoD Tasked to Reengineer
Travel**



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Task Force Recommendations

January 1995

- ☐ **Consolidate Travel Services under one single procurement entity**
- ☐ **Use full-service civilian commercial travel contractors to make all arrangements**
- ☐ **Simplify traveler entitlements and publish in English**
- ☐ **Make supervisors responsible for managing travel**
- ☐ **Use government charge cards**
- ☐ **Speed travel voucher settlement**
- ☐ **Use electronic funds transfer to speed**

payment

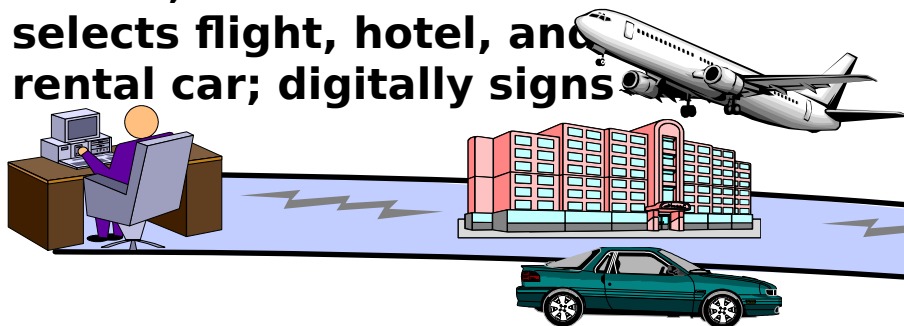
Integrity - Service - Excellence



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AUTHORIZATION PROCESS

#1 Traveler prepares orders; selects flight, hotel, and rental car; digitally signs



#2 Commercial Ticket Office books reservations



#3 Reviewer (i.e. Resource Advisor)



#5 CTO issues



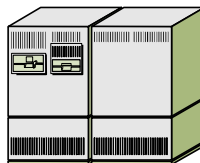
#9 TDY



#7 Traveler notified order is complete



#8 ATM advance as required



#6 DFAS Accounting System updates

#4 Approving Official approves electronically



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DTS - Voucher Process

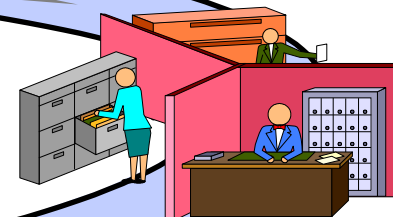
#1 Traveler accesses DTS - completes voucher



#2 Approving Official reviews & approves



#3
electronically
sent to DFAS



#5 Traveler Pays
GTC Card
(if necessary)

#4 Funds sent EFT to
bank/credit union and "Split
Pays" to GTC Card





Air Travel Details

Use this screen to book your air travel to **Destination 1**

Departing From: Washington, DC

Traveling To: Chicago, IL

Required Search Criteria

* Departure Airport:

DCA

* Arrival Airport:

ORD

* Arriving

25

Mar

2003

1:00 PM

Search Flights

Trip Summary

Overall Starting Point

Details:

Washington, DC

Departing: 25-Mar-03

[Edit](#)

Destination 1

Details:

Chicago, IL

Arriving: 25-Mar-03

Departing: 27-Mar-03

[Edit](#)

Overall End Point

Details:

Washington, DC

Arriving: 27-Mar-03

[Edit](#)

Rental Car Details

Use this screen to select a rental car for **Destination 1**

TDY/TAD Location: Chicago, IL

Pick-Up Date: Tuesday, March 25, 2003

Drop-Off Date: Thursday, March 27, 2003

Rental Car Saved

\$33.00 / Day

Enterprise Rental Car Amenities: Air Conditioning
MTMC Contractor Automatic Transmission
Economy Car Outside the Airport Terminal
Location: **ORD**

Restrictions: Daily unlimited miles/kilometers
Extra Day 33.00 USD unlimited miles
Extra Hour 8.26 USD unlimited miles

Rental Car details entered:

➔ Pick-Up Time: 02:00 PM

➔ Drop-Off Time: 11:30 AM

Comments to the Travel Agent:

➔ Please investigate refueling options

Edit This Rental Car

Proceed to Expenses

Trip Summary

Overall Starting Point

Details:	Washington, DC Departing: 25-Mar-03	Edit
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Destination 1

Details:	Chicago, IL Arriving: 25-Mar-03 Departing: 27-Mar-03	Edit
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Flight:	America West 59 Depart: 12:00 PM - DCA Arrive: 1:25 PM - ORD Date: 25-Mar-03	Edit Del.
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Lodging:	Best Western Grant Park Check-In: 25-Mar-03 Check-Out: 27-Mar-03	Edit Del.
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Car:	Enterprise - Compact Car Pick-Up: 25-Mar-03 Drop-Off: 27-Mar-03	Edit Del.
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Overall End Point

Details:	Washington, DC Arriving: 27-Mar-03	Edit
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Flight:	America West 49 Depart: 2:00 PM - ORD Arrive: 3:25 PM - DCA Date: 27-Mar-03	Edit Del.
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DTS - Advantages

- **Saves time, eliminates paperwork**
- **On-line visibility of available airlines, hotels**
- **Status of order/voucher can be tracked by traveler and approving official**
- **Eliminates manual voucher computation errors**
- **Traveler knows payment amount immediately**
- **GTC card payment option for “split disbursement”**
- **Accurate automated accounting**



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Defense Travel System

The Defense Travel System logo is a circular emblem. It features a light blue globe with white grid lines. Overlaid on the globe is a yellow eagle with its wings spread, perched on a shield with vertical stripes. The words "DEFENSE TRAVEL SYSTEM" are written in a circular path around the globe. The entire logo is framed by a yellow laurel wreath at the bottom.

**Where Are We,
And Where Are We Going?**

Coming soon to a theater near you!

Integrity - Service - Excellence



DoD Fielding Concept

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FY	2002	2003	2004	2005	2006	2007
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2001

- OA**
- Operational Assessment at Ellsworth AFB, SD
 - Demonstrated operational suitability in a real-world environment

PHASE I

- DoD Pilot Sites - 5 Air Force
- Refines and tailors processes for service and agency uniqueness

PHASE II

- Primary sites to capture >80% of DoD travel volume

- 76 Air Force sites

PHASE III

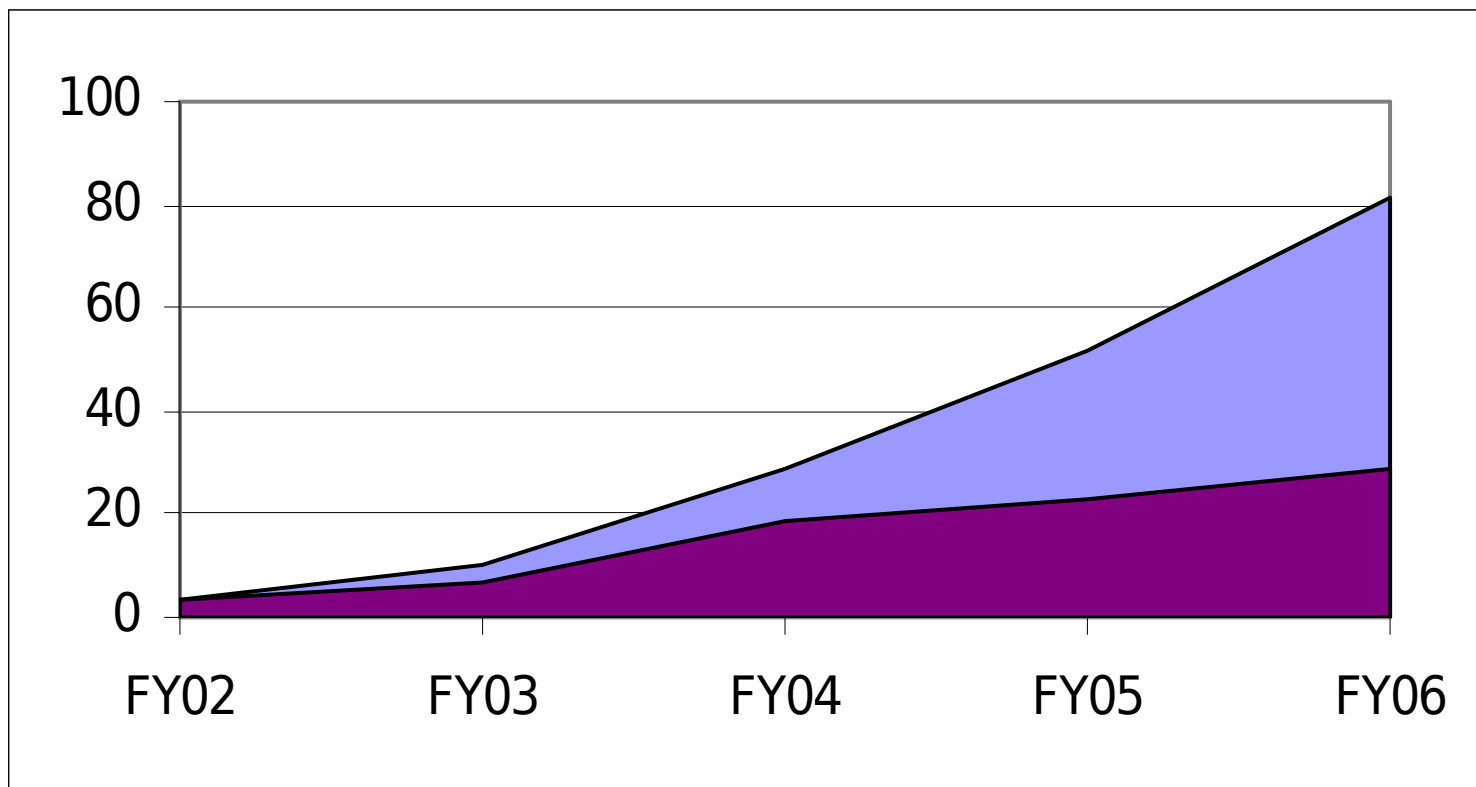
- Remainder of sites
- Services/Agencies fund fielding effort
- PMO-DTS provides guidance and contract vehicle to support fielding





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Phase I/II Air Force Sites



	FY02	FY03	FY04	FY05	FY06
Cumulative	3	10	29	52	81
Annual	3	7	19	23	29



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AFSPC

Deployment Schedule

Base

IOC

Patrick	6-Mar-04
Vandenberg	6-Jul-04
Buckley	8-Nov-04
FE Warren	7-Feb-05
Malmstrom	6-May-05
Peterson	6-Jul-05
Los Angeles	7-Nov-05





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Sample AFB Fielding Schedule

MAY				JUNE				JULY					AUGUST				SEPTEMBER			
5/5-5/9	5/12-5/16	5/19-5/23	5/26-5/30	6/2-6/6	6/9-6/13	6/16-6/20	6/23-6/27	6/30-7/4	7/7-7/11	7/14-7/18	7/21-7/25	7/28-8/1	8/4-8/8	8/11-8/15	8/18-8/22	8/25-8/29	9/1-9/5	9/8-9/12	9/15-9/19	
CV					BP				DTA	TTT		SETUP		IOC	OH	OH				
															LPV					



Dates

May 6-7

Event

Command Visit

Purpose

Executive Overview

Participants

CG, Site Leadership, Air Force
MAJ COM, PMO



WING SUPPORT NEEDED

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- **Outline business processes**
- **Appoint Organizational Defense Travel Administrators (ODTAs)**
 - ODTAs should have knowledge of the travel process in their respective units.
- **Obtain CAC**
- **Provide training facilities**
- **Attend the training**
- **WGMs install DBsign**
- **Provide feedback**





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~~*DTS is Coming*~~

Here

